

**Caldwell Housing Authority**  
**August 3, 2010 Regular Meeting**  
**Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Rick Wells, Jim Blacker, Sid Freeman, Patricia Benedict

Board Members Absent: None

Staff Present: Mike Dittenber, Brenda Boles

Guests: None

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Dana called the meeting to order at 12:10 pm. Dana asked that two items be added to the Agenda; the money market account and the management plan.

2. Review of July Minutes

Dana asked if everyone had a chance to review the minutes. Everyone responded in the affirmative. After some discussion Estella made a motion to approve the minutes as corrected, seconded by Rick and approved by the Board 12:15.

3. Treasurer / Financial Report

Patricia gave the treasurer's report and indicated rental income continues to be up and for the month is \$3,356 over the budgeted amount. Tenant charges are less than budgeted, but overall the income numbers are \$3,417 over anticipated. O&M is under budget for the month and other areas are on target. The cash balance is down slightly but overall the Housing Authority is in good shape financially. Patricia indicated disappointment at having to rely on RD for support with so many ongoing expenses, but believed CHA is treating those appropriately. Mike then covered the portion of financials that Cheri would ordinarily speak to (Cheri was absent). Currently, CHA has \$40k in the bank, but because rent will be collected again on the 5<sup>th</sup>, it is anticipated that about \$50k will be collected at that time. Reimbursements from RD are \$31k and there are outstanding checks in the amount of \$3,700 and the payables run each month is about \$45k leaving a bank balance of approximately \$71,000. Mike presented a year to date budget format showing anticipated vs. actual to date to give the board another perspective on the budget, noting overages on maintenance payroll, elimination of overtime, and other numbers on the report, with a net amount well under budget, year to date.

A motion was made by Rick Wells that the Treasurer's report be approved as presented. Sid seconded the motion and the report was unanimously approved at 12:25pm

Since Patricia was absent from the July meeting, the board took up the issue of the July Treasurer's report. Estella moved the July financial report be approved and Rick seconded the motion. The report was approved.

4. Guest Comments:

Mike noted that Jared Zwuygart from Bailey and Co. was scheduled to appear but could not due to a conflict. Jared was to present and discuss the annual audit. Mike assured the board the audit had been filed with the Audit Clearinghouse and thus all timelines for compliance had been met.

Estella voiced the importance of having the Auditor appear at a Board meeting to discuss the audit. The Board stated their concurrence.

5. Committee Reports:

6. Administrative reports:

Discussion was initiated with regard to the item on the Director's report related to moving reserve account monies to a higher interest bearing account. There was discussion about the difference between money market accounts and mutual fund accounts. There was also concern about the amount of money to move, given the FDIC limitations. Patricia noted that \$7,000 dollars in a tenant deposit account does not go to the LGIP account. Mike explained that this money remain liquid and can be added to or withdrawn as needed to account for tenant deposits. Estella requested to know the amount of interest that account is accruing and Mike was not able to answer until he could speak with Cheri. Mike asked that rather than the board make a decision this month, they wait until next month when Cheri can be present to explain in more detail the various accounts balances and the options with regard to moving money and maximizing return while mitigating risk.

Dana stated that he and Mike have discussed capturing more of the things happening at the Housing Authority so the board is better informed.

Estella asked about the power outages noted in an email update and asked if they had anything to do with the rolling brownouts implemented by Idaho Power. Mike indicated they did not.

Sid asked what happened to the pump. Mike believes the way the grid is set up, the power pole on the corner of Hwy. 30 and Hwy. 44 caused a power surge to run through the housing authority. It tripped the wastewater pump, threw the electrical systems out at the lift station, and fried the irrigation pump. He went on to explain there are breakers in place to protect from that happening, but for some reason the surge was such that it overcame those breakers. The irrigation pump was necessarily replaced.

Patricia asked about the item on the Director's report concerning meeting with Betty Pilote from the Sundowner Motel in Caldwell. Mike indicated he had one meeting with Betty and one with Dave Kerrick. Mike indicated the tenor of the conversation was that the Housing Authority did not desire to buy the property, but since the owners do not

desire to invest any more money into the facility, that there potentially is some business arrangement that could be mutually beneficial to both parties. Mike talked about NOI note wherein the owners give the apartments over to another party (CHA), there is full financial disclosure made of earnings and investments and repairs and then the earnings are split between the two parties. Mike also asked whether the City had any interest in keeping the Sundowner a viable and operational business entity versus having it simply shutdown. He asked if the City had any resources to bear on that.

Rick asked if the money (as that CHA receives from Rural Development) came from a different program it might have different restrictions. Mike indicated it likely would. He went over various scenarios involving Homeless funds, affordability standards, etc.

Estella stated she believed the board had acted in a prior meeting to prohibit any pursuit of additional housing, however was unable to find it in the minutes. Discussion took place with regard to the appropriateness of contacting the City about their interest in keeping the property viable, and felt that more than pursuing the idea he was entertaining discussion about the possibilities and options with regard to this property. Mike indicated Jim Blacker conversed with him about the CATCH program needing a permanent home, and that may be another idea for the property. Mike stated CHA still has people come in every week needing housing but desiring to live downtown, close to amenities. Mike indicated that in the long run increasing market share and seeing the Housing Authority grow and thrive will hinge on being able to offer housing downtown. Sid asked if using the money to improve Farmway Village would be a better route than looking downtown. Mike indicated that connecting the Housing Authority to downtown with transportation would answer that question. Currently there is no way to get people without vehicles to Caldwell.

Dana stated that a Wilder Housing board member contacted his wife and stated that the Wilder Housing Authority has a high vacancy rate. Mike said Dave Lincoln from Wilder had contacted him and asked what CHA is doing to keep occupancy rates so high. Mike cited the many activities and amenities that exist at CHA and stated he believes they all collectively contribute to make it a desirable place to live.

Estella asked when the ValleyRide meeting takes place and encouraged CHA to attend those meetings. Mike indicated that he would like to attend their meetings and has in the past even provided them with a site plan and needs assessment for CHA. It would be cost prohibitive for CHA to pay for bus services.

Discussion of the Director's report concluded at 1:00pm

## 7. Old Business

Dana requested that discussion of the management plan be placed on the agenda. There has not been a meeting since May and it's time for another meeting to finish the plan.

The DEQ grant application was discussed. Mike and Rick went through the entire application. Mike stated the application requires commitment by CHA to conduct a study for \$70k to be split 50/50 between the State and CHA, and that CHA enter into an agreement with an engineering company to study the wastewater facility at CHA and develop a plan for proceeding with the facility into the future.

Mike then addressed the many items the engineering company will be required to perform. The application is ready to go. Mike needed the board to give permission for him to act as signator on the application.

Rick offered his comments on the application. Rick recommended they give Mike the go ahead but delay the actual implementation just a while to see how the County Jail bond election result might play into the plan. Rick stated his feeling that the best long term solution for CHA is to be able to hook into City sewer. Rick did meet with Brett Orton from the City and they are willing to work with CHA in every way they can to come up with the best rates.

It was discussed that the Housing Authority is not capable of adopting an ordinance as requested in the grant application. Rick stated concern about the product of the engineering work and the fact that it may not be able to be used for any purpose other than the specific scope of the grant. He would like some assurance that once the product is in CHA hands they own the document and can use it for other purposes as appropriate.

Mike briefed the board on his meeting with Rural Development and Department of Environment Quality and their competing requirements. He explained that once all issues were discussed in that meeting, both agencies were willing to move off of conflicting requirements for the sake of CHA and its wastewater issues.

Estella asked Rick if he could sit down with Mike and work on ensuring the stipulations discussed are incorporated to the agreement. He indicated he would. He wanted to make certain DEQ understood the board has no ability to enact an ordinance.

The discussion that followed was related to the Housing Authorities responsibility for the actions of the engineers, indemnification, and boilerplate language that may not be subject to change.

Rick made a motion and authorizing resolution to allow Mike to act as signator on the grant application with DEQ, with the stipulation that the bond does not pass. If the bond passes, the grant would likely not be filed and the issue moot. Sid provided a second to the motion. The motion and resolution passed.

The issue of preparation of minutes was taken up. Rick indicated his conversation with Mike and that he desires to go back to a full audio recording of the meetings and that way if there is a question as to anything in the minutes the tape can be pulled and listened to. He also suggested that many entities place their audio minutes on a website for anyone interested to access. Patricia stated she likes the idea of recording but likes to be able to think out loud. Rick stated that sometimes recollections get jumbled. He stated that comments, suggestions and directives can be given during a meeting by individual board members, but until the entire board acts in concert, those same directives carry no authority.

Estella stated her concerns that the minutes reflect what the board is actually doing. She said the reason she noticed it was that she began looking for something on the CHA website, in the minutes, and the minutes were not there. Then when she got the minutes

from Mike they were not the corrected set of minutes. She thought because of that, the way minutes are recorded, transcribed and corrected be revisited.

Estella gave the example of the last meeting, from which she left early, wherein there was a vote taken by the board to spend \$2,000 on the fountain. Estella's recollection from a discussion several months ago was that after the donations, Mike indicated the fountain would cost \$1,000. The Board approved to give \$1,000 and then at last month's meeting Estella mentioned that the money from the surplus property sale and from firewood sales could be used as that \$1,000. There was no formal action at that time and that discussion was omitted from the minutes, thus her concerns.

Estella stated that while Mike is the secretary to the Board, it does not mean he is the one to type the minutes. She believes a staff person can sit and take minutes and prepare them for distribution. Mike can review the minutes after they are prepared and make corrections. She believes the board should receive minutes ready to approve, without spelling and grammar corrections.

Jim indicated that if an audio recording is made, staff can transcribe from the tape. That would eliminate thinking something was or wasn't done and then finding out differently later on.

Mike stated that the job of a literal transcription from a tape could be a four or five hour job, and with current equipment there may be times when pertinent discussion is inaudible.

Rick agreed with Estella that an audio tape will help the board. He went on to state in looking at the long term issues for the board there are many things to watch over the next years. He stated that Mike is the perfect person to aid the board in doing that. He appreciated that Estella would like to see Mike's time freed up to do those things that are long term in nature. Rick stated that there may be an opportunity for CHA to visit with an Executive Director recently fired from a non-profit and glean some information from her. He stated that talking with Betty Pilote, Mayor Garrett Nancolas, and others is only increasing options for CHA.

Estella stated that Mike is working on the minutes at home, at night, on his own time and that is not the Board's desire. She said while the board appreciates his dedication in doing so, it's important to do this work at work and have staff do the minutes.

Jim offered an anecdotal story about a man with a vision and related it to Mike. He stated that Mike's networking with other community members and leaders may eventually make something wonderful happen. He stated that Mike has taken ownership of the future of Farmway Village and has an interest in seeing it move forward. Jim stated he has a Dictaphone that can be used. Mike indicated his machine could be fitted with a foot pedal control for transcribing.

Sid stated the key is accurate minutes and however the Board arrives at that. He likes the idea of having the minutes audio recorded so they can check the accuracy. He said he did not like the idea of e-mailing minute changes. He believes any changes should occur and be approved only in the board meetings.

Estella made a motion that the minutes be distributed within one week of the board meeting. Sid seconded the motion and the board approved the motion at 1:45pm.

Mike stated that the management plan committee should meet soon at Key Bank.

8. New Business

Mike stated the budget for 2011 must be submitted by the end of September to Rural Development. He indicated there is some concern about guessing the budgetary needs of the Housing Authority so far in advance. Mike asked that rather than him proposing something to the board and having them approve it, followed by him coming back to explain, throughout the year, what they approved, that a budget subcommittee get together to work on the budget. Patricia volunteered and asked that Cheri be on the subcommittee also. Dana also volunteered to sit on the committee. Estella moved that the 2011 budget subcommittee consist of Dana, Patricia and Cheri. Patricia seconded the motion. The board approved the motion at 1:50.

The next issue was location of the quarterly meeting of the CHA board. Mike asked where the quarterly meeting should be held. Jim stated perhaps the City has a meeting room that would work. Estella asked if the quarterly meeting could be a half day meeting and include a strategic planning session. Mike stated that was possible. Sid was consulted for his schedule.

9. Executive Session

Estella made a motion to adjourn to Executive Session. Rick seconded the motion. The board exited Executive Session at 2:10pm

10. Actions Subsequent to Executive Session: NONE

11. Meeting adjourned 2:15